

**Description:**

To provide general guidance and centralized administrative support and policy making to the bureaus in the Division.

**Major Functions and Targeted Performance Standard(s) for Each Function:**

1. To provide centralized administrative support and policy making for bureaus within the Division.

A. Process travel vouchers within 5 business days.

Actual Results			
2000	2001	2002	2003
95%	95%	95%	98%
Projected Results			
2004	2005	2006	2007
100%	100%	100%	100%

B. Complete monthly Budget Reports within 5 business days.

Actual Results			
2000	2001	2002	2003
100%	100%	100%	92%
Projected Results			
2004	2005	2006	2007
100%	100%	100%	100%

C. Resolve 90% of all computer problems within one day of notification.

Actual Results			
2000	2001	2002	2003
90%	90%	90%	90%
Projected Results			
2004	2005	2006	2007
90%	90%	90%	90%

**Program Results and Effect:**

To provide effective and efficient administrative support to the Building Safety Program.

For more information contact Marsi Woody at 334-3950.

## Self-Gov - Building Safety, Div of Building Safety

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### Description:

The Electrical Bureau safeguards life and property for the citizens of Idaho from the hazards arising from the use of electricity to ensure that all electrical installations within the State comply with the most current safety codes and electrical standards. To provide the public with highly trained and qualified electricians with the most up-to-date knowledge and skills to minimize electrical fires injuries and loss of life.

The Building Bureau administers numerous Building Code regulatory programs involving the construction of state facilities, schools, prefabricated structures, HUD manufactured homes under contract to HUD and provides various other contractual services to local jurisdictions. The Building Bureau performs plan reviews or inspections to determine compliance with adopted building, accessibility, mechanical, fuel gas, energy conservation and HUD construction and safety codes or standards.

The Plumbing Bureau provides for health and safety of the citizens of Idaho in public and private buildings by ensuring that plumbing practices are in compliance with the Uniform Plumbing Code, and that the licensing requirement of the Idaho Code and Administrative Rules have been met.

The HVAC Bureau provides for regulations, licensing, testing, and education of installers of heating, ventilation and air conditioning to ensure the proper installation of HVAC systems to be in compliance with the most current adopted codes applicable to the HVAC industry.

Industrial Safety (6-10) - To inspect state, school district, and county and city facilities upon written request, to ensure safe working conditions, to reduce occupational accidents and fatalities, thereby reducing costs of Worker's Compensation Insurance. To administer and obtain voluntary compliance to the health and safety standards as they apply to public employees workplaces and indirectly to the public. To provide consultation services and training resources on occupational safety issues. To manage the statewide elevator and boiler safety programs for the protection of the owners, employees, and the public.

Logging Safety (11-15) - To reduce the frequency and severity of accidents in the logging industry. To reduce logging industry insurance rate levels. To continually work at gaining the trust and respect of the logging community.

Contractor Licensing (16-18)- The Public Works Contractors License Board licenses all contractors doing public works construction. Effective July 1, 1998, the Board also licenses construction managers.

### Major Functions and Targeted Performance Standard(s) for Each Function:

1. Electrical Bureau.

A. Issue permits for electrical work being done by property owners and licensed contractors.

Actual Results			
2000	2001	2002	2003
34,100	30,630	32,027	34,981
Projected Results			
2004	2005	2006	2007
36,000	36,000	37,000	38,000

B. Finalize permits when all requisite inspections are conducted.

Actual Results			
2000	2001	2002	2003
32,800	29,256	27,949	30,111
Projected Results			
2004	2005	2006	2007
31,000	31,000	31,000	31,000

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- C. Supervise the licensing of all electrical contractors, journeymen electricians, master electricians, specialty electricians, and specialty contractors working within the State of Idaho.

Actual Results			
2000	2001	2002	2003
7,960	8,473	8,944	8,855
Projected Results			
2004	2005	2006	2007
9,000	8,900	9,000	9,100

- D. Review all plans submitted for code compliance. Including those permitted under IDAPA 07.01.02012.12.

Actual Results			
2000	2001	2002	2003
420	401	355	555
Projected Results			
2004	2005	2006	2007
500	500	520	540

- E. Supervise the registration and re-registration of all electrical apprentices and trainees in the State of Idaho.

Actual Results			
2000	2001	2002	2003
2,300	2,638	2,612	2,628
Projected Results			
2004	2005	2006	2007
2,600	2,600	2,700	2,800

- F. Check all electrical installations within Electrical Bureau jurisdiction to ensure compliance with minimum standards of the National Electrical Code; ensure that all electrical installations have an electrical permit issued.

Actual Results			
2000	2001	2002	2003
65,000	62,569	60,468	67,600
Projected Results			
2004	2005	2006	2007
65,000	65,000	65,000	65,000

2. Building Bureau

- A. Plan Checking - Provide plan checks for public schools, prefabricated structures, state owned/leased buildings and structures, for buildings or structures by request of state agencies and for site-built construction regulated under contractual building code enforcement for local units of government.

Actual Results			
2000	2001	2002	2003
336	340	320	325
Projected Results			
2004	2005	2006	2007
325	325	325	325

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B. Contractual Agreements - Conduct inspections for Uniform Building Code compliance as required by contractual agreements with Idaho cities and counties (including manufactured housing set-up inspections).

Actual Results			
2000	2001	2002	2003
1,194	1,498	1,919	1,844
Projected Results			
2004	2005	2006	2007
1,850	1,850	1,850	1,850

C. Inspections - In-plant inspections of prefabricated structures excluding HUD/Manufactured Homes).

Actual Results			
2000	2001	2002	2003
2,118	2,071	1,633	2,222
Projected Results			
2004	2005	2006	2007
2,300	2,300	2,300	2,300

D. HUD/SAA dealer lot manufactured home inspections and customer records audits including consumer complaint field inspections.

Actual Results			
2000	2001	2002	2003
1,567	1,297	667	786
Projected Results			
2004	2005	2006	2007
800	800	800	800

E. HUD/IPIA - in-plant inspections of manufactured homes.

Actual Results			
2000	2001	2002	2003
9,989	8,186	6,941	6,800
Projected Results			
2004	2005	2006	2007
6,800	6,800	6,800	6,800

F. Permits - Issue permits for prefabricated structures under state jurisdiction, for site-built construction under contract with local governments, and for installations of manufactured housing.

Actual Results			
2000	2001	2002	2003
1,011	1,342	765	837
Projected Results			
2004	2005	2006	2007
850	850	850	850

G. Insignias - Issue insignias of approval for factory built structures and commercial coaches.

Actual Results			
2000	2001	2002	2003
642	1,042	430	485
Projected Results			
2004	2005	2006	2007
500	500	500	500

H. Issue HUD labels and alteration tags for manufactured homes.

Actual Results			
2000	2001	2002	2003
9,927	8,088	6,941	6,760
Projected Results			
2004	2005	2006	2007
6,600	6,600	6,600	6,600

4. Manufactured Housing Licensing Program.

A. Licenses - Provide licensing and bonding for all manufacturers, manufactured home dealers, installers, responsible managing employees, brokers, service companies, and salesmen.

Actual Results			
2000	2001	2002	2003
761	624	550	505
Projected Results			
2004	2005	2006	2007
500	500	500	500

5. Plumbing Bureau

A. Issue permits - 1 day turn-around for issuance of a permit.

Actual Results			
2000	2001	2002	2003
24,624	19,767	19,417	21,529
Projected Results			
2004	2005	2006	2007
22,000	22,500	23,000	23,500

B. Conduct plumbing inspections within 12 working hours as required by the Administrative Rules.

Actual Results			
2000	2001	2002	2003
100,615	98,039	100,213	69,357
Projected Results			
2004	2005	2006	2007
69,800	70,300	70,800	71,300

C. License all plumbing and specialty plumbing contractors and journeyman as needed and renew licenses yearly.

Actual Results			
2000	2001	2002	2003
3,496	3,531	3,602	3,796
Projected Results			
2004	2005	2006	2007
3,850	3,850	3,875	3,900

D. Register apprentices and monitor their participation in the apprentice program.

Actual Results			
2000	2001	2002	2003
705	751	725	653
Projected Results			
2004	2005	2006	2007
725	750	750	750

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E. Plan approval. \*The reduction in plan approvals is a result of 1995 Legislative action repealing the recreational vehicle program. Receive, review, and approve plans with a five day turn-around.

Actual Results			
2000	2001	2002	2003
145	155	174	171
Projected Results			
2004	2005	2006	2007
210	230	250	270

6. Provide safety inspections for all public employee workplaces annually.

A. Total number of facilities to be inspected.

Actual Results			
2000	2001	2002	2003
11,808	12,837	13,595	6,550
Projected Results			
2004	2005	2006	2007
6,500	6,550	6,600	6,650

B. Total number of safety inspections completed.

Actual Results			
2000	2001	2002	2003
9,104	10,509	10,607	5,836
Projected Results			
2004	2005	2006	2007
6,500	6,550	6,600	6,650

C. Number of exit interviews with building safety personnel.

Actual Results			
2000	2001	2002	2003
783	831	772	528
Projected Results			
2004	2005	2006	2007
300	300	300	300

D. Number of school districts inspected.

Actual Results			
2000	2001	2002	2003
113	114	115	123
Projected Results			
2004	2005	2006	2007
115	115	115	115

E. Number of school facilities inspected.

Actual Results			
2000	2001	2002	2003
2,640	3,477	2,929	3,090
Projected Results			
2004	2005	2006	2007
3,000	3,000	3,000	3,100

7. Investigate employee and public allegations of unsafe conditions.

A. Number of investigations conducted.

Actual Results			
2000	2001	2002	2003
24	28	32	37
Projected Results			
2004	2005	2006	2007
40	40	40	50

8. Test and certify elevators to ensure that they are properly installed and are safe to be used.

A. Number of elevators inspected.

Actual Results			
2000	2001	2002	2003
272	350	366	254
Projected Results			
2004	2005	2006	2007
400	450	450	450

9. Monitor the inspection and certification of boilers and pressure vessels to ensure that they remain safe to use.

A. Number of boiler and pressure vessel transactions processed.

Actual Results			
2000	2001	2002	2003
7,836	6,718	5,926	3,443
Projected Results			
2004	2005	2006	2007
6,000	6,000	6,000	6,000

10. Provide assistance to clients in developing safe work areas.

A. Number of consultations provided.

Actual Results			
2000	2001	2002	2003
52	55	73	87
Projected Results			
2004	2005	2006	2007
85	85	85	85

B. Number of training units provided.

Actual Results			
2000	2001	2002	2003
9,857	15,008	10,791	3,325
Projected Results			
2004	2005	2006	2007
12,000	12,000	12,000	12,000

11. Inspections - Inspect on-going logging operations.

A. 600 jobs per year.

Actual Results			
2000	2001	2002	2003
848	784	794	783
Projected Results			
2004	2005	2006	2007
800	800	800	800

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12. Conduct first-aid safety classes for loggers statewide.

A. 2,000 people per year

Actual Results			
2000	2001	2002	2003
1,846	1,926	1,754	2,036
Projected Results			
2004	2005	2006	2007
1,700	1,900	1,700	1,900

13. Provide training for contractors and supervisors.

A. 100 contractors and supervisors per year

Actual Results			
2000	2001	2002	2003
750	1,872	1,179	846
Projected Results			
2004	2005	2006	2007
750	750	750	750

14. Produce and distribute newsletters.

A. 3,000 newsletters per quarter

Actual Results			
2000	2001	2002	2003
12,000	12,000	9,000	12,000
Projected Results			
2004	2005	2006	2007
12,000	12,000	12,000	12,000

15. Consultation - Offer technical assistance to timber company personnel, sawmill owners, and other industry related people; meet with state and federal agencies involved in timber sales and other logging activities.

A. 400 per year.

Actual Results			
2000	2001	2002	2003
372	437	407	425
Projected Results			
2004	2005	2006	2007
400	400	400	400

16. License contractors wanting to do public works construction.

A. License approximately 35-50 new contractors each month.

Actual Results			
2000	2001	2002	2003
365	231	310	376
Projected Results			
2004	2005	2006	2007
400	425	450	465



B. Renew approximately 230 licenses each month.

Actual Results			
2000	2001	2002	2003
2,650	2,700	2,675	2,800
Projected Results			
2004	2005	2006	2007
2,850	2,900	3,000	3,050

17. License all construction managers wanting to do construction management in public works sector.

A. Board meets once a month to act on new construction manager applications.

Actual Results			
2000	2001	2002	2003
35	26	46	56
Projected Results			
2004	2005	2006	2007
60	63	65	65

18. Monitor unlicensed contractor activity. Keep cities, counties, and school districts apprised of licensing law and construction manager law along with any other changes.

A. Check out all complaints getting both sides of issue.

Actual Results			
2000	2001	2002	2003
20	15	20	20
Projected Results			
2004	2005	2006	2007
23	27	30	35

## **Self-Gov - Building Safety, Div of Building Safety**

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### **Program Results and Effect:**

To improve the information network by publishing an electrical newsletter each year, holding regional meetings, and posting information on the web page.

To ensure electrical safety through a quality compliance program. Experience has shown that the mere existence of regulations is not enough to guarantee compliance.

The Building Bureau's various building regulatory programs are established to provide minimal levels of building, fire, and life safety protection for Idaho consumers and users of the various types of facilities that are under purview of the Division of Building Safety.

The Plumbing Bureau is constantly striving to reduce redundancy within the inspection and licensing programs. Our primary purpose is to conduct plumbing inspections in a timely manner with a minimum of problems.

Our goal is to obtain the desired results of safe and sanitary plumbing while remaining effective, efficient, and user friendly.

Industrial Safety (6-10) - The Industrial Safety Section strives to ensure that facilities owned and operated by all levels of state government are maintained in a safe and healthy condition through voluntary compliance with the safety and health standards and codes. We have achieved a 95% voluntary compliance rate. For a compliance oriented agency, we have an excellent working relationship with the agencies that we inspect.

Schools - We are constantly searching for ways to improve our service, make the program more responsive, and help them improve their safety and occupational health programs.

The ultimate effect of this program is to provide a safe and healthful environment for the public and the employees who serve them.

Logging Safety (11-15) - Loggers have accepted safety as a priority that fits well with both production and quality. The training of employees and supervisors as well as safety meetings is done at the request of the contractors. The newsletters and job visits have done much to increase safety awareness. The education of sawmills and timber owners (USFS and Department of Lands) has helped to reduce many of the hazards that are created by timber sale layout. Insurance rates have remained stable even though medical costs continue to increase. The frequency and severity of accidents continues to decline. Since 95% of the accidents are caused by human error, the creation of safety awareness through training and personal contact is a number one priority. SAFETY PAYS.

Contractor Licensing (16-18) - The Administrator approves an average of 75 new contractor license applications each month. There are about 300 contractors that renew each month. Applications are processed daily in a timely manner. Licenses are issued to all those approved by the Administrator. Those denied a license are notified by fax and letter. (There is an appeals process, if necessary.)

Administrator reviews construction manager applications and decides whether to approve or disapprove them. A Certificate of Authority is issued upon request after individual has been issued a construction manager license. All construction manager applicants have to pass a written examination.

All complaints that are received are looked into immediately and appropriate action is taken.

The Administrator notifies public officials when a contractor is unlicensed as a public works contractor. Public officials are informed that the statutes state they must use a licensed public works contractor.

For more information contact Dave Munroe, Jack Rayne, Ted Hogander, Gary Malmen, or Nancy Michael at